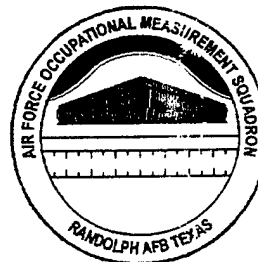




**UNITED STATES  
AIR FORCE**



# **OCCUPATIONAL SURVEY REPORT**



**CHAPLAIN SERVICE SUPPORT**

**AFSC 5R0X1**

**OSSN: 2394**

**March 2000**

**OCCUPATIONAL ANALYSIS PROGRAM  
AIR FORCE OCCUPATIONAL MEASUREMENT SQUADRON  
AIR EDUCATION and TRAINING COMMAND  
1550 5th STREET EAST  
RANDOLPH AFB, TEXAS 78150-4449**

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## PREFACE

This report presents the results of an Air Force Occupational Survey of the Chaplain Service Support career ladder, Air Force Specialty Code (AFSC) 5R0X1. Authority for conducting occupational surveys is contained in AFI 36-2623. Computer products used in this report are available for use by operations and training officials.

The survey instrument was developed by 2Lt Tyson Frerking. Computer programming support was provided by Mrs. Karen Tilghman and Ms. Dolores Navarro provided administrative support. Second Lieutenant Linda Y. L. Alvarado analyzed the data and wrote the final report. This report has been reviewed and approved by Lt Col Roger W. Barnes, Chief, Airman Analysis Section, Occupational Analysis Flight, Air Force Occupational Measurement Squadron (AFOMS).

Copies of this report are distributed to Air Staff sections, major commands, and other interested training and management personnel. Additional copies are available upon request to AFOMS/OMYXI, 1550 5th Street East, Randolph Air Force Base, Texas 78150-4449, or by calling DSN 487-5543. For information on the Air Force occupational survey process or other on-going projects, visit our web site at <http://www.omsq.af.mil>.

JAMES M. COLLINS, Lt Col, USAF  
Commander  
Air Force Occupational Measurement Sq

JOSEPH S. TARTELL  
Chief, Occupational Analysis Flight  
Air Force Occupational Measurement Sq

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## SUMMARY OF RESULTS

1. **Survey Coverage:** The Chaplain Service Support career ladder was surveyed to provide current job and task data for use in updating career ladder documents and training programs. Survey results are based on responses from 258 members accounting for 69 percent of the total population surveyed.
2. **Specialty Jobs:** One cluster and five jobs were identified in the career ladder structure analysis accounting for 89 percent of the total sample. The Supervision and Management Cluster accounted for 52 percent of the population. The remaining jobs are the Program Support Job, Chaplain Funds Support Job, Readiness Job, Chaplain Administration Job, and Training Job.
3. **Career Ladder Progression:** A somewhat typical pattern of progression is noted within the AFSC 5R0X1 career ladder. Personnel at the 3- and 5-skill levels work in the technical jobs of the career ladder and spend most of their time on technical tasks. As incumbents move up to the 7-skill level they begin to perform supervisory tasks, but still spend some of their time performing the technical tasks of the career ladder.
4. **Training Analysis:** The current STS provides a thorough coverage of the work performed by career ladder personnel. Some STS elements warrant review of proficiency coding based on survey data. Few tasks were not referenced to the STS.
5. **Job Satisfaction:** First enlistment respondents show lower job satisfaction ratings compared to the previous survey and a drastic decline in reenlistment intentions. Reenlistment intentions for the second-enlistment personnel are also lower in the current survey than in the previous survey. Job satisfaction ratings for career airmen (over 8 years TAFMS) have stayed the same, while job interest has declined.
6. **Implications:** Survey results indicate the present classification structure accurately portrays the jobs performed in this career ladder. The career ladder progression is typical of most AFSCs. Training documents appear on the whole to be well supported by survey data with some review warranted for proficiency coding. Job satisfaction ratings as well as reenlistment ratings increase with time in service.

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**OCCUPATIONAL SURVEY REPORT (OSR)  
CHAPLAIN SERVICE SUPPORT  
(AFSC 5R0X1)**

**INTRODUCTION**

This is a report of an occupational survey of the Chaplain Services Support career ladder conducted by the Air Force Occupational Measurement Squadron (AFOMS). The last OSR was published for the Chaplain Service Support career ladder in January 1997. Survey data will be used to identify current utilization patterns among career ladder personnel and evaluate career ladder documents and training programs.

Background

As described in the AFMAN 36-2108, *Airman Classification*, 31 October 1999, *Specialty Description*, dated 31 October 1999, Chaplain Services Support personnel support worship and religious rites, serve as support members during combat operations, and administer resources, logistics, and automated systems.

Personnel entering the AFSC 5R0X1 career ladder must attend the M3ABR5R031, Chaplain Service Support Apprentice course at Maxwell AFB, AL. Upon completion of this course, students are awarded the 3-skill level.

Entry into this career ladder currently requires an Armed Forces Vocational Aptitude Test Battery (ASVAB) score of General - 40; a strength factor of "G" (Weight lift of 60 lbs.) is also required.

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## SURVEY METHODOLOGY

### Inventory Development

The data collection instrument for this occupational survey was USAF Job Inventory (JI) Occupational Survey Study Number (OSSN) 2394, dated July 1999. A tentative task list was prepared after reviewing pertinent career ladder publications and directives, pertinent tasks from the previous survey instrument, and data from the last OSR. The preliminary task list was refined and validated through personal interviews with 25 subject-matter experts (SMEs) at the following training location and operational installations:

<u>BASE</u>	<u>UNIT VISITED</u>
Maxwell AFB, AL	CPD/HC
Lackland AFB, TX	37FTW/HC
Langley AF, VA	HQ/ACC/HC
Travis AFB, CA	60 AMW/HC

The resulting JI contains a comprehensive listing of 339 tasks grouped under 11 duty headings, and a background section requesting such information as grade, base, MAJCOM assigned, organizational level, organizational level, job title, primary areas of responsibility, deployments during Air Force career and during present assignment, computer training, chaplain service fund training, and additional duties.

### Survey Administration

From July-November 1999, base training offices at operational units worldwide administered the inventory to eligible AFSC 5R0X1 personnel. Job incumbents were selected from a computer-generated mailing list obtained from personnel data tapes maintained by the Air Force Personnel Center, Randolph AFB TX. Each individual who completed the inventory first completed an identification and biographical information section and then checked each task performed in his or her current job. After checking all tasks performed, each member then rated each of these tasks on a 9-point scale, showing relative time spent on that task, as compared to all other tasks checked. The ratings ranged from 1 (very small amount time spent) through 5 (about

average time spent) to 9 (very large amount time spent). To determine relative time spent for each task checked by a respondent, all of the incumbent's ratings are assumed to account for 100 percent of his or her time spent on the job and are summed. Each task rating is then divided by the total task ratings and multiplied by 100 to provide a relative percentage of time for each task. This procedure provides a basis for comparing tasks in terms of both percent members performing and average percent time spent.

### Survey Sample

Personnel were selected to participate in this survey so as to ensure an accurate representation across major commands (MAJCOM) and military paygrade groups. All eligible AFSC 5R0X1 personnel were mailed survey disks. Table 1 reflects the percentage distribution, by MAJCOM, of assigned AFSC 5R0X1 personnel as of July 1999. The 258 respondents in the final sample represent 61 percent of the total assigned personnel and 69 percent of the total personnel surveyed. Table 2 reflects the paygrade distribution for these AFSC 5R0X1 personnel.

TABLE 1

#### COMMAND DISTRIBUTION OF 5R0X1 PERSONNEL

COMMAND	PERCENT OF ASSIGNED*	PERCENT OF SAMPLE
ACC	17	16
AETC	21	25
AFMC	13	12
AFSPC	7	6
AMC	13	16
PACAF	11	9
USAFE	10	9
USAF A	3	3
AFSOC	2	2
OTHER	3	2

TOTAL ASSIGNED\* = 424

TOTAL SURVEYED\*\* = 375

TOTAL IN SURVEY SAMPLE = 258

PERCENT OF ASSIGNED IN SAMPLE = 61%

PERCENT OF SURVEYED IN SAMPLE = 69%

\* Assigned strength as of July 1999

\*\* Excludes personnel in PCS, student, or hospital status, or less than 6 weeks on the job

TABLE 2

## PAYGRADE DISTRIBUTION OF SURVEY SAMPLE

GRADE	PERCENT OF ASSIGNED*	PERCENT OF SAMPLE
E-1 - E-3	20	23
E-4	28	26
E-5	25	28
E-6	13	12
E-7	11	10
E-8	2	1
E-9	1	0

\* Assigned strength as of July 1999

Both Command and Paygrade distribution of the survey sample are close to the percent assigned. This indicates the sample is a true representation of the career ladder population.

### Task Factor Administration

Job descriptions alone do not provide sufficient data for making decisions about career ladder documents or training programs. Task factor information is needed for a complete analysis of the career ladder. To obtain the needed task factor data, selected senior AFSC 5R0X1 personnel (generally E-6 or E-7 craftsmen) also completed a second disk for either training emphasis (TE) or task difficulty (TD). These disks were processed separately from the JIs. This information is used in a number of different analyses discussed in more detail within the report.

**Training Emphasis (TE):** TE is a rating of the amount of emphasis that should be placed on tasks in entry-level training. The 30 senior NCOs who completed a TE disk were asked to select tasks they felt require some sort of structured training for entry-level personnel and then indicate how much training emphasis these tasks should receive, from 1 (extremely low emphasis) to 9 (extremely high emphasis). Structured training is defined as training provided at resident training schools, field training detachments (FTD); mobile training teams (MTT), formal on-the-job-training (OJT), or any other organized training method. Interrater agreement for these 29 raters was acceptable. The average TE rating was 2.27, with a standard deviation of 1.58. Any task with a TE rating of 3.85 or above is considered to have high TE.

**Task Difficulty (TD):** TD is an estimate of the amount of time needed to learn how to do each task satisfactorily. The 27 senior NCOs who completed TD disks were asked to rate the difficulty of each task using a 9-point scale (extremely low to extremely high). Interrater reliability was acceptable. Ratings were standardized so tasks have an average difficulty of 5.00 and a standard deviation of 1.00. Any task with a TD rating of 6.00 or above is considered to be difficult to learn.

When used in conjunction with the primary criterion of percent members performing, TE and TD ratings can provide insight into first-enlistment personnel training requirements. Such insights may suggest a need for lengthening or shortening portions of instruction supporting entry-level jobs.

## SPECIALTY JOBS

The first step in the analysis process is to identify the structure of the career ladder in terms of the jobs performed by the respondents. The Comprehensive Occupational Data Analysis Program (CODAP) assists by creating an individual job description for each respondent based on the tasks performed and relative amount of time spent on these tasks. The CODAP automated job clustering program then compares all the individual job descriptions, locates the two descriptions with the most similar tasks and time spent ratings, and combines them to form a composite job description. In successive stages, CODAP either adds new members to this initial group, or forms new groups based on the similarity of tasks and time spent ratings.

The basic group used in the hierarchical clustering process is the Job. When two or more jobs have a substantial degree of similarity, in tasks performed and time spent on tasks, they are grouped together and identified as a Cluster. The structure of the career ladder is then defined in terms of jobs and clusters of jobs.

### Overview of Specialty Jobs

Based on the analysis of tasks performed and the amount of time spent performing each task, one cluster and five independent jobs were identified within the career ladder. Figure 1 illustrates the cluster and jobs performed by AFSC 5R0X1 personnel.

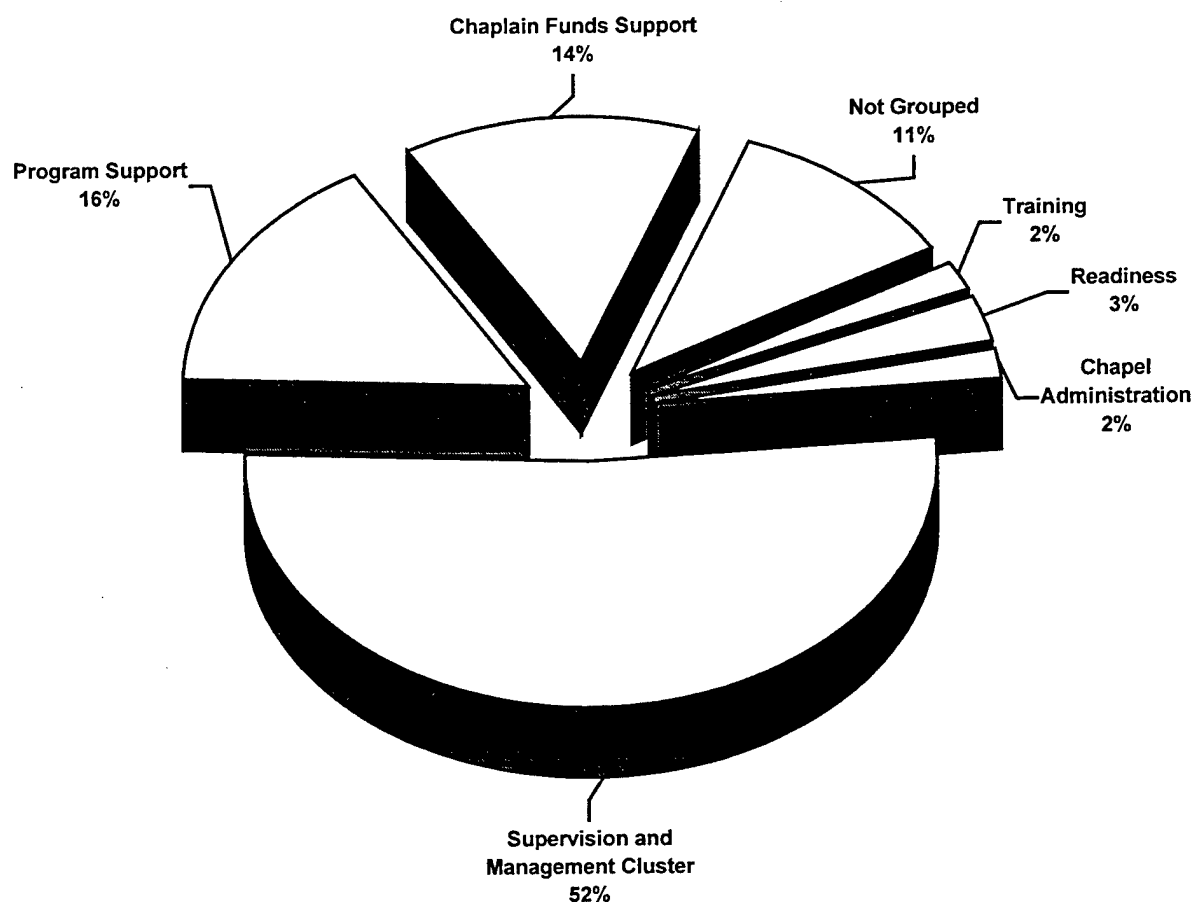
A listing of these jobs and cluster is provided below. The stage (STG) number shown beside each title references computer printed information, the letter "N" indicates the number of personnel in each group.

- I. SUPERVISION AND MAINTENANCE CLUSTER (STG019, N=133)
  - A. NCOIC Resources Support Job
  - B. NCOIC Readiness Job
  - C. NCOIC Administration Job
- II. PROGRAM SUPPORT JOB (STG030, N=42)
- III. CHAPLAIN FUNDS SUPPORT JOB (STG038, N=37)
- IV. READINESS JOB (STG029, N=8)
- V. CHAPLAIN ADMINISTRATION JOB (STG041, N=5)
- VI. TRAINING JOB (STG021, N=5)



The respondents forming these jobs and cluster account for 89 percent of the survey sample. The remaining 11 percent, for one reason or another, did not group into one of these jobs or clusters. Examples of job titles for these personnel include CDC Writer, Building Custodian, and Permanent Party CSSP.

### AFSC 5R0X1 CAREER LADDER SPECIALTY JOBS (N = 258)



**FIGURE 1**

#### Group Descriptions

The following paragraphs contain brief descriptions of the cluster and jobs identified through the career ladder structure analysis. Table 3 presents the relative time spent on duties by members of these specialty jobs and clusters. Selected background data for these jobs and clusters are provided in Table 4. Representative tasks for all the groups are contained in Appendix A.

I. SUPERVISION AND MANAGEMENT CLUSTER (STG019). The 133 airmen performing within this cluster (52 percent of the survey sample) represent the core of the career ladder. There are three distinct jobs within this cluster that are separated by the type and frequency of the tasks performed and they are discussed below.

The airmen in this cluster spend the highest percent of their time performing the Management and Supervisory Activities tasks of Duty J (see Table 3). Incumbents spend considerable amounts of time managing various chapel programs. In addition, personnel in this cluster may supervise military personnel or civilian laity. They average performing 141 tasks, the highest of any other cluster or job in the sample survey. This high number of tasks is due to members of this cluster performing both technical tasks along with management and supervisory tasks. Distinctive tasks performed include:

- Monitor status of appropriated fund budget
- Maintain contract receiving reports
- Evaluate personnel for compliance with military and performance standards
- Participate in chapel program planning meetings
- Determine or establish work assignments or priorities
- Evaluate work schedules
- Establish performance standards for subordinates
- Counsel subordinates concerning personal matters
- Communicate quality of life concerns to superiors

Table 4 shows 48 percent of these airmen report holding the 5-skill level and 38 percent the 7-skill level. The predominant paygrade for this large cluster is E-5. These members have a fairly high level of experience with an average of about 10 years in the career field and almost 12 years of Total Active Federal Military Service (TAFMS, see Table 4).

The first of the three distinct jobs in this cluster is the **NCOIC Resources Support Job** (STG028) and is formed by 18 members and accounts for 14 percent of the cluster. The 18 members spent the highest percent of their time performing the Non-Chaplain Fund Resources Support Activities of Duty B. This group averages performing 72 tasks. Top tasks performed include monitoring the status of appropriated fund budgets, maintaining contract receiving reports and developing or preparing annual appropriated fund financial plans.

The **NCOIC Readiness Job** (STG053) is the second job identified and is formed by 102 members and accounts for another 76 percent of the cluster, the highest percentage of any other jobs in this cluster. Members of this job are defined by performing Readiness Support Activities of Duty G. This group performs an average of 159 tasks ranging from participating in deployment or readiness exercises to self-aid training.

The final of the three jobs is the **NCOIC Administration Job (STG033)** and is the smallest of the jobs within the cluster with 13 members, representing 10 percent of the cluster. The top duty performed in this job is Administrative Support Activities. The members of this job perform an average of 97 tasks. Some of the top tasks in this job are confirming travel reservation information for conferees or distinguished visitors (DVs) and preparing letters of appreciation.

II. PROGRAM SUPPORT JOB (STG030). The 42 airmen forming this job (16 percent of the survey sample) perform an average of 70 tasks and are distinguished by the 31 percent of their time being spent performing the Religious Program Support Activities of Duty A. Typical of the program support tasks performed include:

- Clean chapel facilities, such as chapels, annexes, or kitchens
- Restore chapel facilities to neutral settings
- Evaluate janitorial or grounds maintenance activities
- Prepare facilities for memorial services
- Perform receptionist duties
- Perform follow-ups on maintenance problems or work requests
- Perform building security, fire, or safety checks
- Maintain religious literature displays
- Prepare facilities to support organizational meetings or functions
- Process civil engineering (CE) requests for improvements and repairs

Fifty percent report holding the 3-skill level. The predominant paygrades of this job are E-3 and E-4. Personnel average over 3 years in the career field and almost 5 years of TAFMS.

III. CHAPLAIN FUNDS SUPPORT JOB (STG038). The 37 airmen forming this job (14 percent of the survey sample) are distinguished by the highest percent of their time (39 percent) spent performing the Chaplain Fund Resources Support Activities of Duty C. They average performing 69 tasks. Representative tasks performed by these incumbents include:

- Maintain chaplain fund checkbooks or savings accounts
- Maintain monthly chaplain fund accounting records
- Render payments for chaplain fund services or materials
- Deposit chaplain funds
- Prepare monthly chaplain fund accounting records
- Generate chaplain fund reports using accounting software
- Determine status of outstanding purchase orders
- Prepare chaplain fund purchase orders

The predominant paygrade is E-4. Fifty-four percent hold the 3-skill level and 46 percent hold the 5-skill level. The members of this job average almost 3 years in the career field and 4 years of TAFMS, while 68 percent are in their first enlistment, the highest of any cluster or job in the survey.

IV. READINESS JOB (STG029). Comprising 3 percent of the survey sample, these 8 airmen report spending 28 percent of their time performing Readiness Support Activities of Duty G, the most of any other group in the sample survey. The members of this job perform an average of 64 tasks. Representative of these tasks are:

- Participate in deployment or readiness exercises
- Participate in self-aid or buddy care training
- Participate in chemical-warfare task qualification training, besides conducting training
- Operate chapel control centers
- Fire weapons for qualification

Seventy-five percent of these job incumbents hold the 5-skill level, with 25 percent holding the 3-skill level. These members average almost 8 years in the career field and 9 years of TAFMS. The predominant paygrades are E-4 and E-5.

V. CHAPEL ADMINISTRATION JOB (STG041). Comprising 2 percent of the survey sample, these 5 airmen report spending 34 percent of their time performing Administrative Support Activities tasks of Duty J. The members of this job only average performing 53 tasks, indicating their specialization in administration duties. Representative of these tasks are:

- Maintain chapel computer systems
- Coordinate computer upgrades for software programs with computer support personnel
- Process internet data
- Train personnel on computer software applications, other than internet applications
- Train personnel on computer internet applications
- Perform receptionist duties
- Advise requesters on availability or use of software applications programs
- Perform building security, fire, or safety checks
- Prepare official correspondence

Eighty percent of these job incumbents hold the 5-skill level. These members average almost 4 years in the career field and 4 years of TAFMS. All members in this job have a paygrade of E-4.

IV. TRAINING JOB (STG021). Comprising 2 percent of the survey sample, these 5 airmen report spending 35 percent of their time performing Management and Supervisory Activities tasks of Duty J. They spend another 33 percent of their time performing Training Activities tasks of Duty K. The members of this job average 79 tasks performed. Representative of these tasks are:

- Train personnel on computer software applications, other than internet applications
- Develop training materials or aids
- Brief personnel concerning training
- Determine training requirements
- Conduct formal course classroom training
- Plan briefings, conferences, or workshops
- Initiate actions required due to substandard performance of personnel
- Direct training activities
- Inspect training materials or aids for operation or suitability
- Establish performance standards for subordinates

Eighty percent of these job incumbents hold the 7-skill level. These members average almost 6 years in the career field and nearly 16 years in the service, the greatest number of years of TAFMS than any other cluster or job. The predominant paygrade of this job is E-6.

#### Comparison to Previous Study

Table 5 lists the jobs and clusters identified in this report and compares them to the jobs and clusters of the 1997 report. Six of the seven jobs in the previous report matched similar jobs in this report. The only exception was the Readiness Job in this report which was not identified in the 1997 report.

#### Summary

The career ladder structure analysis identified one cluster and five jobs, comprising 89 percent of the total sample. The Supervision and Management Cluster accounted for 52 percent of the population. The remaining jobs were the Program Support Job, Chaplain Funds Support Job, Readiness Job, Chaplain Administration Job, and Training Job.

TABLE 3

## RELATIVE PERCENT TIME SPENT ON DUTIES BY SPECIALTY JOB

	Supervision and Management Cluster (STG019) N=133	Program Support Job (STG030) N=42	Chaplain Funds Support Job (STG038) N=37	Readiness Job (STG029) N=8	Chaplain Administration Job (STG041) N=5	Training Job (STG021) N=5
A	12	31	19	13	7	3
B	13	2	10	13	3	4
C	8	4	39	3	4	3
D	12	16	9	15	34	3
E	5	3	1	*	2	2
F	6	16	7	12	14	1
G	12	12	8	28	8	15
H	1	1	*	*	*	0
I	3	2	1	1	4	1
J	21	8	3	5	11	35
K	7	5	2	8	12	33

\* less than 1 percent

TABLE 4

## SELECTED BACKGROUND DATA FOR SPECIALTY JOBS

	Supervision And Management Cluster (STG019)	Program Support Job (STG030)	Chaplain Funds Support Job (STG038)	Readiness Job (STG029)	Chaplain Administration Job (STG041)	Training Job (STG021)
NUMBER IN GROUP	133	42	37	8	5	5
PERCENT OF SAMPLE	52%	16%	14%	3%	2%	2%
PERCENT IN CONUS	78%	79%	78%	75%	80%	60%
DAFSC DISTRIBUTION:						
5R031	11%	50%	54%	25%	20%	0%
5R051	48%	45%	46%	75%	80%	20%
5R071	38%	5%	0%	0%	0%	80%
5R091	3%	0%	0%	0%	0%	0%
PAYGRADE DISTRIBUTION						
E-1 - E-2	1%	17%	5%	0%	0%	0%
E-3	8%	33%	35%	0%	0%	0%
E-4	15%	33%	46%	50%	100%	0%
E-5	40%	12%	14%	50%	0%	20%
E-6	19%	5%	0%	0%	0%	60%
E-7	16%	0%	0%	0%	0%	20%
E-8-E-9	1%	0%	0%	0%	0%	0%
AVERAGE MONTHS IN CAREER FIELD	121	41	40	93	46	67
AVERAGE MONTHS TAFMS	143	56	48	108	49	186
PERCENT IN FIRST ENLISTMENT (1-48 MOS TAFMS)	15%	62%	68%	0%	20%	0%
PERCENT SUPERVISING	60%	19%	8%	12%	0%	80%
AVERAGE NUMBER OF TASKS PERFORMED	141	70	69	64	53	79

TABLE 5

## SPECIALTY JOB COMPARISON BETWEEN CURRENT AND 1997 SURVEYS

CURRENT SURVEY (N=258)	1997 SURVEY (N=357)
Supervision and Management Cluster	Supervisory Cluster MAJCOM Functional Manager Job
Program Support Job	Chaplain Services Support
Chaplain Funds Support Job	Chaplain Bookkeeper Job Resources Support
Readiness Job	<i>No Similar Job Identified</i>
Chaplain Administration Job	Chaplain Services Support



## ANALYSIS OF DAFSC GROUPS

An analysis of DAFSC groups, in conjunction with the analysis of the career ladder structure, is an important part of each occupational survey. The DAFSC analysis identifies differences in tasks performed at the various skill levels. This information may then be used to evaluate how well career ladder documents, such as the AFMAN 36-2108 *Airman Classification*, Specialty Description and the Career Field Education and Training Plan (CFETP), reflect what career ladder personnel are actually doing in the field.

The distribution of skill-level groups across the career ladder jobs and clusters is displayed in Table 6, while Table 7 offers another perspective by displaying the relative percent time spent on each duty across skill-level groups. A somewhat typical pattern of progression is noted within the AFSC 5R0X1 career ladder. Personnel at the 3- and 5-skill levels work in the technical jobs of the career ladder and spend most of their time on technical tasks. As incumbents move up to the 7-skill level they begin to perform supervisory tasks, but still spend some of their time performing the technical tasks of the career ladder.

### Skill-Level Descriptions

**DAFSC 5R031:** Representing 26 percent of the survey sample, these 68 airmen perform an average of 77 tasks. Thirty-one percent of this group works in the Program Support Job (see Table 6), with another 30 percent performing in the Chaplain Funds Support Job.

Table 7 reflects the percent time spent on duties by DAFSC 5R031 personnel. Their time is well distributed among the technical tasks of the career ladder. Representative tasks performed by these members are listed in Table 8.

**DAFSC 5R051:** The 122 members of this group perform an average of 101 tasks account for 47 percent of the survey sample. Fifty-three percent work in the Supervision and Management Cluster and 16 percent in the Program Support Job (see Table 6).

Table 7 provides a comparison of the relative time spent on duties at the 5-skill level. This table reflects a pattern similar to the 3-skill level, with fairly even distribution of members performing the technical tasks of the career ladder.

Tables 9 lists representative tasks performed by these DAFSC 5R0X1 personnel. Table 10 reflects those tasks which best differentiate the 3-skill levels from the 5-skill levels. This table shows that 3-skill levels perform some technical tasks much more frequently than the 5-skill levels, while the 5-skill levels perform some supervisory tasks not performed at the 3-skill level.

**DAFSC 5R071:** These 64 members perform an average of 129 tasks and represent 25 percent of the survey sample. Table 6 shows the highest percentage of members (80 percent) is in the Supervision and Management Cluster, while 6 percent are in the Training Job, and another 3 percent in the Program Support Job.

Table 7 reflects the percent time spent on duties by DAFSC 5R071 members. This table points out a decrease in the amount of time spent by members performing the technical tasks of Duties A through I, compared to the 3- and 5-skill level members. Table 7 also indicates there is an increase in the time spent performing management and supervisory tasks of Duty J.

Representative tasks performed by 7-skill level members are reflected in Tables 11. Table 12 reflects tasks which best differentiate between 5- and 7-skill levels. This table clearly shows the much higher devotion to management and supervisory tasks at the 7-skill level than the 5-skill level.

**DAFSC 5R091:** The 4 members perform an average of 126 tasks and represent only 2 percent of the survey sample. Table 6 shows the highest percentage of members (75 percent) is in the Supervision and Management Cluster, while 25 percent are ungrouped.

Table 7 reflects the percent time spent on duties by DAFSC 5R091 members. This table clearly shows that 9-skill levels are devoting a majority of their time to performing Management and Supervisory tasks of Duty K.

Representative tasks performed by 9-skill level members are reflected in Tables 13. Table 14 reflects tasks which best differentiate between 7- and 9-skill levels. This table clearly shows that 9-skill levels perform more management oriented tasks than the 7-skill levels.

### Summary

Progression in the Chaplain Service Support career ladder follows a regular pattern of highly technical job focus at the lower skill levels, with a broadening into supervision and management at the 7-skill and 9-skill level.

TABLE 6

DISTRIBUTION OF DAFSC GROUP MEMBERS ACROSS SPECIALTY JOBS  
(PERCENT RESPONDING)

<u>SPECIALTY JOBS</u>	5R031 (N=68)	5R051 (N=122)	5R071 (N=64)	5R091 (N=4)
I. SUPERVISION AND MANAGEMENT CLUSTER	22	53	80	75
II. PROGRAM SUPPORT JOB	31	16	3	0
III. CHAPLAIN FUNDS SUPPORT JOB	30	14	0	0
IV. READINESS JOB	3	5	0	0
V. CHAPEL ADMINISTRATION JOB	2	3	0	0
VI. TRAINING JOB	0	1	6	0
NOT GROUPED	12	8	11	25

TABLE 7

## RELATIVE PERCENT TIME SPENT ON DUTIES BY DAFSC GROUPS

DUTIES	5R031	5R051	5R071	5R091
	(N=68)	(N=122)	(N=64)	(N=4)
A PERFORMING RELIGIOUS PROGRAM SUPPORT ACTIVITIES	25	19	8	6
B PERFORMING NON-CHAPLAIN FUND RESOURCES SUPPORT ACTIVITIES	6	12	10	5
C PERFORMING CHAPLAIN FUND RESOURCES SUPPORT ACTIVITIES	18	11	5	6
D PERFORMING ADMINISTRATIVE SUPPORT ACTIVITIES	13	14	13	13
E PERFORMING SPECIAL PROGRAM LOGISTICAL SUPPORT ACTIVITIES	2	3	5	8
F MAINTAINING FACILITIES OR GROUNDS	13	8	4	4
G PERFORMING READINESS SUPPORT ACTIVITIES	12	13	11	8
H PERFORMING HOSPITAL MINISTRY SUPPORT ACTIVITIES	1	1	*	0
I PERFORMING OPERATIONS MINISTRY SUPPORT ACTIVITIES	2	2	2	2
J PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	5	11	31	40
K PERFORMING TRAINING ACTIVITIES	3	6	10	8

\* less than 1 percent

TABLE 8  
REPRESENTATIVE TASKS PERFORMED BY 5R031 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=68)
A0037	90
F0159	84
C0072	82
D0123	81
A0024	81
G0198	79
A0022	76
G0199	75
F0167	74
A0023	72
A0031	69
A0021	69
F0160	68
A0011	66
A0038	66
F0170	65
F0168	65
A0002	65
G0196	65
A0030	63
A0027	63
G0192	63
B0048	60
A0025	60
F0163	59
A0016	59
A0008	57
F0165	57
F0161	57
A0006	57
D0130	57
F0162	56
A0003	54
A0010	54
D0131	53
D0125	53

\* Average Number of Tasks Performed - 77

TABLE 9  
REPRESENTATIVE TASKS PERFORMED BY 5R051 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=122)
A0037	Restore chapel facilities to neutral settings	83
F0159	Clean chapel facilities, such as chapels, annexes, or kitchens	81
A0024	Prepare facilities for memorial services	81
D0123	Perform receptionist duties	79
A0022	Prepare facilities for ecumenical or interfaith services or activities	78
G0183	Fire weapons for qualification	76
A0021	Prepare facilities for baptisms	76
A0027	Prepare facilities to support organizational meetings or functions	75
G0199	Participate in self-aid or buddy care training	75
G0198	Participate in deployment or readiness exercises	74
F0167	Perform building security, fire, or safety checks	70
A0038	Restore outside areas	69
A0031	Prepare or process transportation requests	69
C0072	Deposit chaplain funds	68
A0023	Prepare facilities for funeral services	68
G0192	Operate chapel control centers in chapel facilities	67
G0196	Participate in chemical-warfare task qualification training, other than conducting training	67
A0025	Prepare facilities for religious education activities	66
D0127	Prepare official correspondence	65
F0160	Evaluate janitorial or grounds maintenance activities	64
D0130	Prepare or process leave requests	63
A0011	Maintain religious literature displays	62
D0125	Prepare administrative materials for mailing, transporting, or issue	61
A0002	Coordinate chapel activities schedules with staff personnel	60
A0006	Disseminate chapel publicity materials	60
C0069	Advise requesters on procedures for obtaining supplies or services	58
F0168	Perform follow-ups on maintenance problems or work requests	58
B0041	Coordinate appropriated fund budget matters with resource advisors	57
F0166	Operate or maintain audiovisual equipment	57
B0048	Maintain chapel facility supply stock levels	56
A0010	Maintain public information boards	56
A0017	Participate in chapel program planning meetings	56
F0170	Process civil engineering (CE) requests for improvements and repairs	55
D0131	Prepare or process reprographic requests	54
B0055	Prepare appropriated fund purchase requests	54
A0003	Coordinate chapel activities support with lay personnel	53
K0333	Train personnel on chapel sound systems	53

\* Average Number of Tasks Performed - 101

TABLE 10

TASKS WHICH BEST DIFFERENTIATE BETWEEN  
DAFSCs 5R031 AND 5R051 PERSONNEL  
(PERCENT MEMBERS PERFORMING)

TASKS	5R031 (N=68)	5R051 (N=122)	DIFF
A0030 Prepare or develop chapel bulletins	63	39	24
C0081 Maintain chaplain fund checkbooks or savings accounts	49	27	21
C0093 Prepare chaplain fund purchase orders	50	29	21
C0088 Maintain monthly chaplain fund accounting records	49	28	21
C0073 Determine status of outstanding purchase orders	50	30	20
B0041 Coordinate appropriated fund budget matters with resource advisors	15	57	-42
J0250 Counsel subordinates concerning personal matters	0	38	-38
B0042 Develop or prepare annual appropriated fund financial plans	10	47	-36
B0055 Prepare appropriated fund purchase requests	18	54	-36
B0052 Monitor status of appropriated fund budget	15	50	-35
K0308 Brief personnel concerning training	6	40	-34
B0056 Prepare appropriated fund receiving reports	12	45	-33
J0283 Inspect personnel for compliance with military standards	4	37	-32
J0265 Establish performance standards for subordinates	3	34	-31
B0047 Maintain appropriated fund properties	16	48	-31

TABLE 11  
REPRESENTATIVE TASKS PERFORMED BY 5R071 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=64)
D0127 Prepare official correspondence	81
J0283 Inspect personnel for compliance with military standards	75
J0302 Write job or position descriptions	73
G0172 Communicate quality of life concerns to superiors	73
J0273 Evaluate personnel for compliance with performance standards	72
J0303 Write or endorse performance reports or supervisory appraisals	70
J0264 Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	70
E0148 Determine unique protocol requirements for conferees or DVs	70
E0147 Determine transportation requirements for conferences, workshops, or DV visits	70
D0123 Perform receptionist duties	69
J0253 Determine or establish work assignments or priorities	69
J0285 Interpret policies, directives, or procedures for subordinates	69
J0250 Counsel subordinates concerning personal matters	69
J0246 Conduct self-inspections or self-assessments	69
J0251 Determine or establish logistics requirements, such as personnel, equipment, supplies, or workspace	69
J0269 Evaluate job or position descriptions	69
G0196 Participate in chemical-warfare task qualification training, other than conducting training	69
G0199 Participate in self-aid or buddy care training	69
B0052 Monitor status of appropriated fund budget	67
I0239 Use active listening to identify problem areas in work centers	67
J0257 Develop or establish work methods or procedures	67
J0277 Evaluate work schedules	67
J0265 Establish performance standards for subordinates	67
J0262 Direct training activities	67
J0274 Evaluate personnel for promotion, demotion, reclassification, administrative actions, or special awards	66
B0042 Develop or prepare annual appropriated fund financial plans	66
B0041 Coordinate appropriated fund budget matters with resource advisors	66
J0281 Inspect chapel administrative support functional areas	66
J0270 Evaluate job-related suggestions	66
J0299 Schedule personnel for TDY assignments, leaves, or passes	66
D0130 Prepare or process leave requests	66
D0128 Prepare or process awards and decorations documentation	66
G0174 Conduct chapel control center training	66

\* Average Number of Tasks Performed - 129



TABLE 12

TASKS WHICH BEST DIFFERENTIATE BETWEEN  
DAFSCs 5R051 AND 5R071 PERSONNEL  
(PERCENT MEMBERS PERFORMING)

TASKS	5R051 (N=122)	5R071 (N=64)	DIFF
A0011 Maintain religious literature displays	62	27	36
A0027 Prepare facilities to support organizational meetings or functions	75	39	36
A0021 Prepare facilities for baptisms	76	42	34
A0038 Restore outside areas	69	36	33
A0037 Restore chapel facilities to neutral settings	83	50	33
A0025 Prepare facilities for religious education activities	66	34	31
C0083 Maintain chaplain fund contracts	30	3	27
A0024 Prepare facilities for memorial services	81	55	26
F0159 Clean chapel facilities, such as chapels, annexes, or kitchens	81	55	26
J0299 Schedule personnel for TDY assignments, leaves, or passes	18	66	-48
J0297 Review drafts of directives, such as policy directives, instructions, or manuals	16	64	-48
J0302 Write job or position descriptions	25	73	-48
J0272 Evaluate mobility, contingency, disaster preparedness, unit emergency or alert plans	16	64	-48
J0264 Establish organizational policies, such as operating instructions (OIs), or standard operating procedures (SOPs)	24	70	-47
J0303 Write or endorse performance reports or supervisory appraisals	25	70	-46
J0281 Inspect chapel administrative support functional areas	20	66	-46
E0148 Determine unique protocol requirements for conferees or DVs	25	70	-45
J0257 Develop or establish work methods or procedures	22	67	-45
J0260 Develop self-inspection or self-assessment program checklists	16	61	-45

TABLE 13  
REPRESENTATIVE TASKS PERFORMED BY 5R091 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=126)
J0251	Determine or establish logistics requirements, such as personnel, equipment, supplies, or workspace	100
J0265	Establish performance standards for subordinates	100
J0285	Interpret policies, directives, or procedures for subordinates	100
D0127	Prepare official correspondence	100
J0264	Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	100
J0273	Evaluate personnel for compliance with performance standards	100
J0302	Write job or position descriptions	100
B0044	Inspect monthly chaplain fund accounting records	100
J0253	Determine or establish work assignments or priorities	100
D0128	Prepare or process awards and decorations documentation	100
J0250	Counsel subordinates concerning personal matters	100
C0076	Evaluate chaplain fund procedures	100
K0324	Maintain training records or files	100
D0130	Prepare or process leave requests	100
D0129	Prepare or process individual mobilization augmentee (IMA) documentation	100
E0148	Determine unique protocol requirements for conferees or DVs	100
E0142	Confirm travel reservation information for conferees or distinguished visitors (DVs)	100
J0299	Schedule personnel for TDY assignments, leaves, or passes	100
J0294	Plan safety or security programs	100
J0245	Conduct safety inspections of equipment or facilities	100
F0167	Perform building security, fire, or safety checks	100
A0037	Restore chapel facilities to neutral settings	88
C0072	Deposit chaplain funds	84
F0159	Clean chapel facilities, such as chapels, annexes, or kitchens	80
D0123	Perform receptionist duties	76
A0030	Prepare or develop chapel bulletins	76
A0008	Maintain chapel facility calendars or reservation books	76
I0239	Use active listening to identify problem areas in work centers	75
J0274	Evaluate personnel for promotion, demotion, reclassification, administrative actions, or special awards	75
J0297	Review drafts of directives, such as policy directives, instructions, or manuals	75
J0269	Evaluate job or position descriptions	75
D0123	Perform receptionist duties	75
J0303	Write or endorse performance reports or supervisory appraisals	75
J0290	Plan briefings, conferences, or workshops	75

\* Average Number of Tasks Performed - 126

TABLE 14

TASKS WHICH BEST DIFFERENTIATE BETWEEN  
DAFSCs 5R071 AND 5R091 PERSONNEL  
(PERCENT MEMBERS PERFORMING)

TASKS	5R071 (N=64)	5R091 (N=126)	DIFF
G0175	50	*	50
J0291	47	*	47
C0067	42	*	42
G0174	66	25	41
G0176	41	*	41
G0213	41	*	41
G0171	41	*	41
J0272	64	25	39
Conduct deployment processing unit (DPU) training Plan deployments of equipment or personnel Advise lay personnel on proper fund-raising procedures Conduct chapel control center training Conduct or assist in religious cultural briefings Schedule chemical warfare qualification training Assign chaplain services support personnel (CSSP) roles and responsibilities at deployed locations Evaluate mobility, contingency, disaster preparedness, unit emergency or alert plans			
J0294	34	100	-66
D0129	44	100	-56
J0245	50	100	-50
E0150	30	75	-45
E0142	55	100	-45
A0006	36	75	-39
J0298	36	75	-39
C0076	61	100	-39
I0227	38	75	-38
K0319	38	75	-38
Plan safety or security programs Prepare or process individual mobilization augmentee (IMA) documentation Conduct safety inspections of equipment or facilities Facilitate command approval for conferences, workshops, or DV visits Confirm travel reservation information for conferees or (DVs) Disseminate chapel publicity materials Schedule IMA tours of duty Evaluate chaplain fund procedures Advise key personnel on religious freedom issues Evaluate effectiveness of training programs, plans, or procedures			

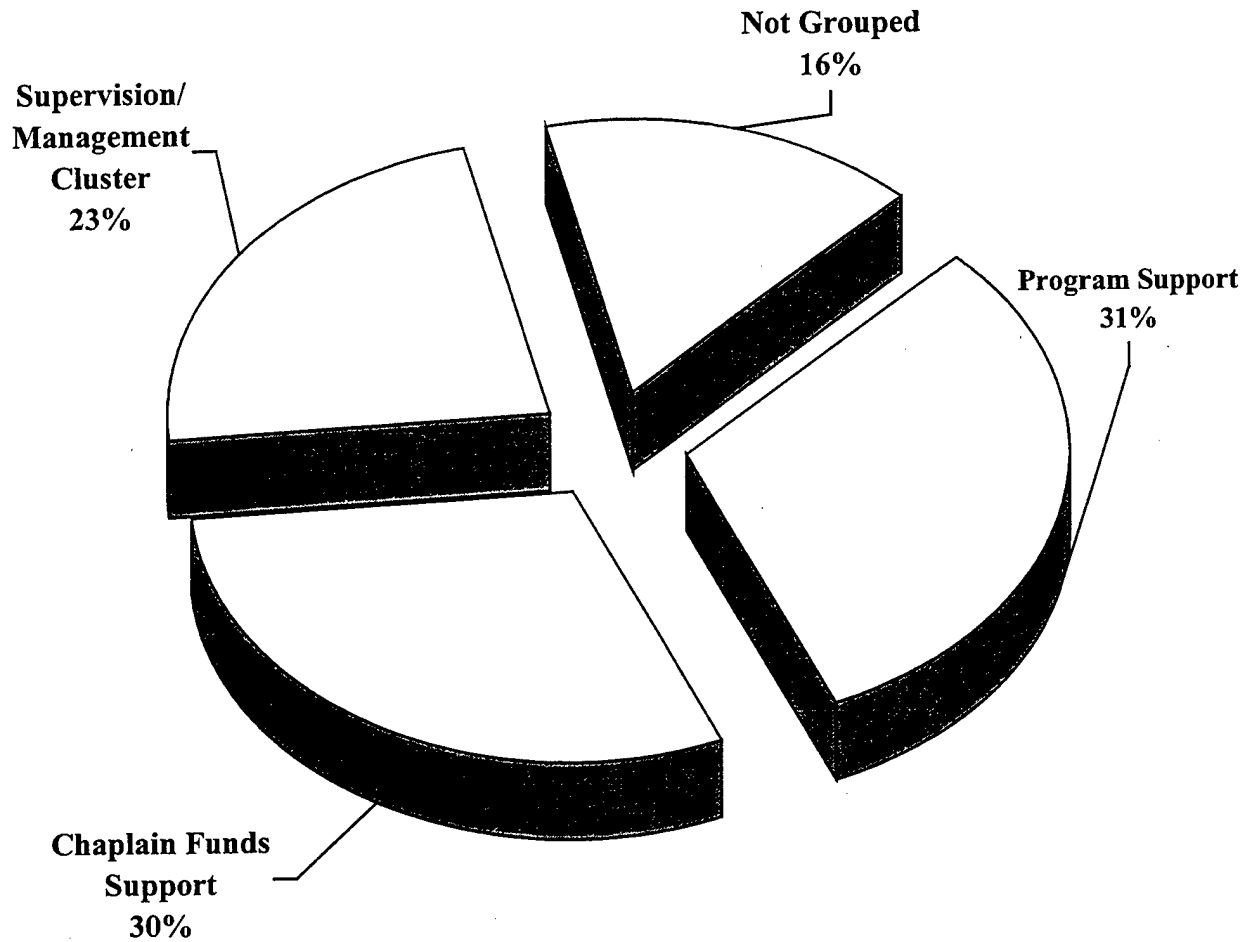
## TRAINING ANALYSIS

Occupational survey data are one of many sources of information that can be used to assist in the development of a training program relevant to the needs of personnel in their first enlistment. Factors which may be used in evaluating training include the overall description of the work being performed by first-job or first-enlistment personnel and their overall distribution across career ladder jobs, percentages of first-job (1-24 months TAFMS) or first-enlistment (1-48 months TAFMS) members performing specific tasks, as well as TE and TD ratings (previously explained in the **SURVEY METHODOLOGY** section).

### First-Enlistment Personnel

In this study there are 84 members in their first-enlistment, representing a very high 33 percent of the total survey sample. Figure 2 reflects the distribution of first-enlistment personnel within the career ladder. Table 15 indicates that first-enlistment personnel are primarily employed in the Program Support Job. Table 16 displays the relative percent of time spent on duties by first-enlistment personnel. Reviewing the table, first-enlistment personnel spend 25 percent of their time providing religious program support and another 17 percent performing chaplain fund resources activities. Representative tasks performed by first-enlistment is displayed in Table 17.

**DISTRIBUTION OF 5R0X1 FIRST-ENLISTMENT PERSONNEL  
ACROSS SPECIALTY JOBS  
(N =84)**



**FIGURE 2**

TABLE 15

DISTRIBUTION OF FIRST-ENLISTMENT MEMBERS ACROSS SPECIALTY JOBS  
(PERCENT RESPONDING)

<u>SPECIALTY JOBS</u>	<u>FIRST- ENLISTMENT (N=84)</u>
I. SUPERVISION AND MANAGEMENT CLUSTER	23
II. PROGRAM SUPPORT JOB	31
III. CHAPLAIN FUNDS SUPPORT JOB	30
IV. READINESS JOB	0
V. CHAPEL ADMINISTRATION JOB	1
VI. TRAINING JOB	0
NOT GROUPED	15

TABLE 16

RELATIVE PERCENT TIME SPENT ON DUTIES BY  
FIRST-ENLISTMENT PERSONNEL  
(N=84)

DUTIES	PERCENT TIME SPENT
A PERFORMING RELIGIOUS PROGRAM SUPPORT ACTIVITIES	25
B PERFORMING NON-CHAPLAIN FUND RESOURCES SUPPORT ACTIVITIES	6
C PERFORMING CHAPLAIN FUND RESOURCES SUPPORT ACTIVITIES	17
D PERFORMING ADMINISTRATIVE SUPPORT ACTIVITIES	14
E PERFORMING SPECIAL PROGRAM LOGISTICAL SUPPORT ACTIVITIES	3
F MAINTAINING FACILITIES OR GROUNDS	12
G PERFORMING READINESS SUPPORT ACTIVITIES	12
H PERFORMING HOSPITAL MINISTRY SUPPORT ACTIVITIES	1
I PERFORMING OPERATIONS MINISTRY SUPPORT ACTIVITIES	2
J PERFORMING MANAGEMENT AND SUPERVISORY ACTIVITIES	5
K PERFORMING TRAINING ACTIVITIES	3

TABLE 17  
REPRESENTATIVE TASKS PERFORMED BY AFSC 5R0X1  
FIRST-ENLISTMENT PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=84)	
A0037	Restore chapel facilities to neutral settings	92
A0024	Prepare facilities for memorial services	83
F0159	Clean chapel facilities, such as chapels, annexes, or kitchens	82
C0072	Deposit chaplain funds	82
D0123	Perform receptionist duties	81
G0198	Participate in deployment or readiness exercises	79
G0199	Participate in self-aid or buddy care training	76
A0031	Prepare or process transportation requests	74
A0022	Prepare facilities for ecumenical or interfaith services or activities	73
F0167	Perform building security, fire, or safety checks	71
A0021	Prepare facilities for baptisms	71
A0011	Maintain religious literature displays	70
A0038	Restore outside areas	69
A0023	Prepare facilities for funeral services	69
A0027	Prepare facilities to support organizational meetings or functions	65
G0183	Fire weapons for qualification	65
F0160	Evaluate janitorial or grounds maintenance activities	64
A0002	Coordinate chapel activities schedules with staff personnel	63
A0006	Disseminate chapel publicity materials	63
A0025	Prepare facilities for religious education activities	63
G0192	Operate chapel control centers in chapel facilities	63
G0196	Participate in chemical-warfare task qualification training, other than conducting training	63
A0008	Maintain chapel facility calendars or reservation books	60
A0030	Prepare or develop chapel bulletins	60
F0168	Perform follow-ups on maintenance problems or work requests	60
D0130	Prepare or process leave requests	60
B0048	Maintain chapel facility supply stock levels	58
F0170	Process civil engineering (CE) requests for improvements and repairs	58
F0163	Maintain chapel grounds, other than restoring to original condition	57
A0010	Maintain public information boards	57
D0125	Prepare administrative materials for mailing, transporting, or issue	56
A0016	Monitor use of facility keys	55
D0131	Prepare or process reprographic requests	55
A0003	Coordinate chapel activities support with lay personnel	55
F0165	Manage facility maintenance requests	52
A0009	Maintain ecclesiastical equipment	52

\* Average Number of Tasks Performed -77



### Training Emphasis (TE) and Task Difficulty (TD) Data

TE and TD data are secondary factors that can assist technical school personnel in deciding which tasks should be emphasized in entry-level training. These ratings, based on the judgments of senior career ladder NCOs working at operational units in the field, are collected to provide training personnel with a rank-ordering of those tasks in the JI considered important for first-enlistment personnel training, along with a measure of the difficulty of the JI tasks. When combined with data on the percentages of first-enlistment personnel performing tasks, comparisons can then be made to determine if training adjustments are necessary. For example, tasks receiving high ratings on both task factors, accompanied by moderate to high percentages performing, may warrant resident training. Those tasks receiving high task factor ratings, but low percentages performing, may be more appropriately planned for OJT programs within the career ladder. Low task factor ratings may highlight tasks best omitted from training for first-enlistment personnel, but this decision must be weighed against percentages of personnel performing the tasks, command concerns, and criticality of the tasks.

To assist technical school personnel, AFOMS has developed a computer program that incorporates these secondary factors and the percentage of first-enlistment personnel performing each task to produce an Automated Training Indicator (ATI) for each task. These indicators correspond to training decisions listed and defined in the Training Decision Logic Table found in Attachment 2, AETCI 36-2601, and allows course personnel to quickly focus their attention on those tasks which are most likely to qualify for initial resident course consideration.

Table 18 presents tasks with the highest TE ratings for AFSC 5R0X1 first-enlistment airmen, while Table 19 displays those tasks AFSC 5R0X1 raters judged to be most difficult to learn. For example, TE raters (refer to Table 18) reported that tasks such as maintaining monthly chaplain fund accounting records and chaplain fund checkbooks or savings accounts require a high degree of training emphasis and, from the data, most airmen in their first job and within their first enlistment are performing these tasks. Table 19 shows TD raters reported developing formal course curricula, specialty training standards (STSs) to be among the most difficult tasks to learn. However, due to the low numbers of individuals performing these types of tasks, they would be inappropriate for inclusion in a resident curriculum and are more appropriately taught as OJT items.

Various lists of tasks, accompanied by TE and TD ratings, and where appropriate ATI information, are contained in the TRAINING EXTRACT package and should be reviewed in detail by training school personnel. (For a more detailed explanation of TE and TD ratings, see Task Factor Administration in the **SURVEY METHODOLOGY** section of this report.)

TABLE 18

## TASKS RATED HIGHEST IN TRAINING EMPHASIS

TASKS	PERCENT MEMBERS PERFORMING			
	TNG	1ST		TASK
		1ST JOB (N=40)	ENL (N =84)	
C0088	7.00	50	49	5.72
C0081	6.93	50	50	5.49
C0095	6.59	40	44	5.07
D0127	6.41	28	38	4.70
C0092	6.31	28	37	4.93
C0093	6.31	45	49	4.73
G0198	6.28	70	79	4.90
G0192	6.17	53	63	5.21
C0077	6.17	40	46	5.60
C0091	6.07	23	24	5.75
C0082	6.03	38	42	5.08
C0083	6.03	38	38	5.10
A0018	6.00	35	35	6.98
I0239	5.83	43	36	5.66
C0094	5.69	20	25	5.22
G0201	5.52	28	26	6.23
C0099	5.34	40	43	4.94
G0199	5.31	73	76	4.61
C0096	5.21	15	17	6.59
C0100	5.17	40	45	4.63

\* Mean TE Rating is 2.27, and Standard Deviation is 1.58 (High TE = 3.85)

\*\* Average TD Rating is 5.00

TABLE 19

## TASKS RATED HIGHEST IN TASK DIFFICULTY

TASKS	TASK DIFF	1ST JOB (N=40)	1ST ENL (N=84)	PERCENT MEMBERS PERFORMING				TNG EMP
				3-SKL LVL (N=68)	5-SKL LVL (N=122)	7-SKL LVL (N=64)		
K0314	7.21	0	0	0	6	8	.62	
B0044	7.19	15	17	16	33	64	2.93	
J0250	7.09	0	1	0	38	69	.41	
K0326	7.09	5	4	4	8	13	.72	
A0018	6.98	35	35	31	43	53	6.00	
J0264	6.97	8	5	6	24	70	.93	
J0255	6.96	3	2	1	9	36	1.14	
B0063	6.93	5	6	6	16	53	1.14	
K0315	6.86	0	0	0	6	19	.03	
J0305	6.83	5	4	3	10	44	.55	
K0317	6.78	3	6	9	14	47	.79	
K0316	6.77	0	5	6	20	39	.83	
B0042	6.77	8	11	10	47	66	2.76	
J0247	6.74	10	6	6	14	30	1.21	
J0303	6.66	0	0	0	25	70	1.00	
J0301	6.65	3	1	1	11	42	.62	
G0179	6.63	10	12	16	21	52	1.97	
J0274	6.61	0	1	1	25	66	.62	

\* Mean TE Rating is 2.27, and Standard Deviation is 1.58 (High TE = 3.85)

\*\* Average TD Rating is 5.00

### Specialty Training Standard (STS)

A comprehensive review of STS 5R0X1, dated 1 May 1997, compared STS items to survey data (based on the previously mentioned assistance from subject-matter experts in matching JI tasks to STS elements). STS elements containing general knowledge information, mandatory entries, subject-matter-knowledge-only requirements, or basic supervisory responsibilities were not examined. Task knowledge and performance elements of the STS were compared against the standard set forth in AETCI 36-2601 and AFI 36-2623 (i.e., include tasks performed or knowledge required by 20 percent or more of the personnel in a skill level [criterion group] of the AFS).

Overall, the STS provided a comprehensive coverage of the work performed by personnel in the career ladder, with the survey data supporting all of the essential elements except one. That element is 2.h.(2) Using Screening Procedures/Interviewing Techniques was the only STS item that had performance coding and low percentages of airmen performing. There are also elements with no performance coding that have high percentages of personnel performing matched tasks. Examples of these elements are displayed in Table 20. All of these elements should be reviewed by training personnel for possible training code changes.

Tasks not referenced to any element of the STS are listed at the end of the STS computer listing of the Training Extract. These tasks were reviewed to determine if there were any tasks concentrated around any particular function or job. Examples of these tasks not referenced to the STS are shown in Table 21.

TABLE 20

EXAMPLES OF TECHNICAL TASKS PERFORMED BY AFSC 5R0X1 GROUP MEMBERS  
SUGGESTED FOR PROFICIENCY CODE REVIEW  
(PERCENT MEMBERS PERFORMING)

TASKS		TNG EMP	PERCENT MEMBERS PERFORMING				TASK DIFF	ATI
			3-SKL LVL (N=68)	5-SKL LVL (N=122)	7-SKL LVL (N=64)			
2.h. D0123	Counseling Support Perform receptionist duties	- - -	4.48	81	79	69	3.9	13
2.h. (4) A0018	Critical Incident Stress Management Perform Incident Stress Management	A	6	31	43	53	6.98	12
2.i.	Prepare religious facilities in support of:							
2.i. (3) A0022	Interfaith and ecumenical services Prepare facilities for ecumenical or interfaith services or activities	b	4.48	77	78	58	3.07	13
2.n. A0002	Manage facility schedule Coordinate chapel activities schedules with staff	- - -	3.97	65	60	47	4.13	18
2.q. A0003	Advise chapel organizations, councils on procedures to obtain program support (i.e., facilities, supplies, funds, ect.) Coordinate chapel activities support with lay personnel	- - -	3.48	54	53	48	4.21	17
6.	Facilities							
6.a. (1) F0170	Maintenance Process civil engineering (CE) requests for improvements and repairs	- - -	4.03	65	55	52	4.45	18
7.	Resource Management							
7.a. A0016	Manage internal control program Monitor use of facility keys	A	3.9	59	50	41	4.56	18

\* Mean TE Rating is 2.27, and Standard Deviation is 1.58 (High TE = 3.85)

\*\* Average TD Rating is 5.00

TABLE 21

EXAMPLES OF TECHNICAL TASKS PERFORMED BY 30 PERCENT OR MORE  
GROUP MEMBERS AND NOT REFERENCED TO THE STS

TASKS	TNG EMP	PERCENT MEMBERS PERFORMING				TASK DIFF	ATI	
		3-SKL LVL (N=68)		5-SKL LVL (N=122)				7-SKL LVL (N=64)
C0081	6.93	49	27	8	5.49	18		
G0198	6.28	79	74	64	4.9	18		
G0199	5.31	75	75	69	4.61	18		
G0183	4.62	63	76	61	4.16	18		
G0196	4.97	65	67	69	4.36	18		
Participate in chemical-warfare task qualification training, other than conducting training								
G0198	6.28	79	74	64	4.9	18		
B0048	3.28	60	56	30	4.34	17		

\* Mean TE Rating is 2.27, and Standard Deviation is 1.58 (High TE = 3.85)

\* Average TD Rating is 5.00

## **JOB SATISFACTION ANALYSIS**

An examination of the job satisfaction indicators of various groups can give career ladder managers a better understanding of some of the factors which may affect the job performance of airmen in the career ladder. Attitude questions covering job interest, perceived utilization of talents and training, sense of accomplishment from work, and reenlistment intentions were included in the survey booklet to provide indications of job satisfaction.

An indication of how job satisfaction perceptions have changed over time is provided in Table 22, where again TAFMS data for the current survey respondents are presented, along with data from the last occupational survey report. Reviewing first enlistment respondents, current survey satisfaction for all indicators are rated lower than the previous survey with reenlistment intentions showing a drastic decline. Second-enlistment airmen rate job interest, utilization of training and reenlistment intentions lower than the previous survey; whereas perceived utilization of talents and sense of accomplishment from work remain the same. Ratings on all indicators for career airmen have not changed from the previous to the current survey.

In Table 23, a review of the job satisfaction ratings for the specialty jobs and clusters identified in this survey reveals low satisfaction ratings for perceived utilization of training and reenlistment intentions among the Chapel Administration Job members. It is interesting to note the extremely high ratings for all areas for the members of the Training Job.

TABLE 22

COMPARISON OF CURRENT STUDY AND PREVIOUS SURVEY BY TAFMS GROUPS  
(PERCENT MEMBERS RESPONDING)

	1-48 MOS TAFMS		49-96 MOS TAFMS		97+ MOS TAFMS	
	2000 5R0X1 (N=84)	1997 5R0X1 (N=129)	2000 5R0X1 (N=50)	1997 5R0X1 (N=45)	2000 5R0X1 (N=124)	1997 5R0X1 (N=183)
<u>EXPRESSED JOB INTEREST:</u>						
INTERESTING	51	62	64	71	69	76
SO-SO	25	23	20	18	18	14
DULL	24	15	16	11	13	10
<u>PERCEIVED UTILIZATION OF TALENTS:</u>						
FAIRLY WELL TO PERFECTLY	67	78	78	75	84	83
LITTLE OR NOT AT ALL	33	22	22	25	16	17
<u>PERCEIVED UTILIZATION OF TRAINING:</u>						
FAIRLY WELL TO PERFECTLY	76	90	70	82	89	87
LITTLE OR NOT AT ALL	24	10	30	18	11	13
<u>SENSE OF ACCOMPLISHMENT GAINED FROM WORK:</u>						
SATISFIED	43	65	70	71	73	72
NEUTRAL	17	16	8	11	10	9
DISSATISFIED	40	19	22	18	17	19
<u>REENLISTMENT INTENTIONS:</u>						
YES, OR PROBABLY YES	36	67	52	76	70	69
NO, OR PROBABLY NO	63	11	46	24	6	6
PLAN TO RETIRE	1	22	2	0	24	25



TABLE 23

COMPARISON OF JOB SATISFACTION INDICATORS BY SPECIALTY JOBS  
(PERCENT MEMBERS RESPONDING)

	Supervision And Management Cluster (ST019) (N=133)	Program Support Job (ST030) (N=17)	Chaplain Funds Support Job (ST038) (N=12)	Readiness Job (ST029) (N=8)	Chapel Administration Job (ST041) (N=5)	Training Job (ST021) (N=5)
INTERESTING	63	69	49	50	80	100
SO-SO	17	12	35	50	0	0
DULL	20	19	16	0	20	0
FAIRLY WELL TO PERFECTLY LITTLE OR NOT AT ALL	79 21	79 21	70 30	88 12	60 40	100 0
FAIRLY WELL TO PERFECTLY LITTLE OR NOT AT ALL	82 18	86 14	68 32	88 12	40 60	100 0
SATISFIED	66	55	51	88	80	80
NEUTRAL	8	14	14	12	20	20
DISSATISFIED	26	31	35	0	0	0
YES, OR PROBABLY YES	59	60	46	88	20	100
NO, OR PROBABLY NO	21	40	51	12	80	0
WILL RETIRE	20	0	3	0	0	0

EXPRESSED JOB INTEREST:

INTERESTING  
SO-SO  
DULL

PERCEIVED UTILIZATION OF TALENTS:

FAIRLY WELL TO PERFECTLY  
LITTLE OR NOT AT ALL

PERCEIVED UTILIZATION OF TRAINING:

FAIRLY WELL TO PERFECTLY  
LITTLE OR NOT AT ALL

SENSE OF ACCOMPLISHMENT GAINED FROM WORK:

SATISFIED  
NEUTRAL  
DISSATISFIED

REENLISTMENT INTENTIONS:

YES, OR PROBABLY YES  
NO, OR PROBABLY NO  
WILL RETIRE

## IMPLICATIONS

This survey was initiated to provide current job and task data for use in evaluating the AFMAN 36-2108 *Specialty Description* and appropriate training documents.

Survey results clearly indicate that the present classification structure, as described in the latest specialty description, accurately portrays the jobs performed in this career ladder. Career ladder training documents appear, on the whole, to be well supported by survey data, but require further review to ensure appropriate proficiency coding. The career ladder progression is typical, with the move from technical work at the 3- and 5-skill levels to supervisory and management tasks at the 7-skill level. Job satisfaction and reenlistment intentions are fairly low for first-enlistment and increase with time in service.

APPENDIX A

SELECTED REPRESENTATIVE TASKS PERFORMED  
BY SPECIALTY JOB GROUPS

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TABLE A1

## SUPERVISION AND MANAGEMENT CLUSTER (ST019)

REPRESENTATIVE TASKS		PERCENT MEMBERS PERFORMING (N=133)
D0127	Prepare official correspondence	84
G0199	Participate in self-aid or buddy care training	83
D0123	Perform receptionist duties	81
G0198	Participate in deployment or readiness exercises	81
A0022	Prepare facilities for ecumenical or interfaith services or activities	81
D0130	Prepare or process leave requests	80
G0196	Participate in chemical-warfare task qualification training, other than conducting training	79
A0024	Prepare facilities for memorial services	79
F0167	Perform building security, fire, or safety checks	78
F0159	Clean chapel facilities, such as chapels, annexes, or kitchens	77
A0037	Restore chapel facilities to neutral settings	77
G0183	Fire weapons for qualification	77
B0052	Monitor status of appropriated fund budget	76
B0041	Coordinate appropriated fund budget matters with resource advisors	75
F0160	Evaluate janitorial or grounds maintenance activities	75
G0192	Operate chapel control centers in chapel facilities	75
G0172	Communicate quality of life concerns to superiors	73
B0042	Develop or prepare annual appropriated fund financial plans	71
F0162	Identify major or minor construction, or self-help projects	71
D0125	Prepare administrative materials for mailing, transporting, or issue	70
C0069	Advise requesters on procedures for obtaining supplies or services	69
I0239	Use active listening to identify problem areas in work centers	68
F0166	Operate or maintain audiovisual equipment	68
A0031	Prepare or process transportation requests	68
B0040	Certify fund availabilities	67
B0055	Prepare appropriated fund purchase requests	67
F0170	Process civil engineering (CE) requests for improvements and repairs	67
G0216	Support visitation ministries	66
J0246	Conduct self-inspections or self-assessments	66
A0027	Prepare facilities to support organizational meetings or functions	66
K0333	Train personnel on chapel sound systems	66
E0147	Determine transportation requirements for conferences, workshops, or DV visits	66
F0168	Perform follow-ups on maintenance problems or work requests	65
A0002	Coordinate chapel activities schedules with staff personnel	65
B0061	Process receiving reports, such as chaplain, appropriated, or services funds	64
J0251	Determine or establish logistics requirements, such as personnel, equipment, supplies, or workspace	64
A0038	Restore outside areas	63
A0003	Coordinate chapel activities support with lay personnel	63
J0283	Inspect personnel for compliance with military standards	62
J0253	Determine or establish work assignments or priorities	62
B0060	Prepare statements of work (SOWs) for appropriated fund contracts	62
D0132	Prepare TDY orders	62

TABLE A2  
PROGRAM SUPPORT JOB (ST030)

REPRESENTATIVE TASKS		PERCENT MEMBERS PERFORMING (N=42)
F0159	Clean chapel facilities, such as chapels, annexes, or kitchens	93
A0037	Restore chapel facilities to neutral settings	93
F0160	Evaluate janitorial or grounds maintenance activities	86
A0024	Prepare facilities for memorial services	86
D0123	Perform receptionist duties	83
F0168	Perform follow-ups on maintenance problems or work requests	83
F0167	Perform building security, fire, or safety checks	83
A0011	Maintain religious literature displays	81
A0027	Prepare facilities to support organizational meetings or functions	79
F0170	Process civil engineering (CE) requests for improvements and repairs	76
G0198	Participate in deployment or readiness exercises	76
A0002	Coordinate chapel activities schedules with staff personnel	76
A0038	Restore outside areas	76
A0022	Prepare facilities for ecumenical or interfaith services or activities	76
A0031	Prepare or process transportation requests	76
G0199	Participate in self-aid or buddy care training	76
A0021	Prepare facilities for baptisms	76
A0016	Monitor use of facility keys	74
C0072	Deposit chaplain funds	74
G0192	Operate chapel control centers in chapel facilities	74
A0023	Prepare facilities for funeral services	74
A0008	Maintain chapel facility calendars or reservation books	71
A0030	Prepare or develop chapel bulletins	71
A0006	Disseminate chapel publicity materials	71
A0020	Prepare chapel activities schedules	69
F0165	Manage facility maintenance requests	67
D0131	Prepare or process reprographic requests	67
F0162	Identify major or minor construction, or self-help projects	67
F0161	Facilitate self-help projects	64
A0025	Prepare facilities for religious education activities	64
F0163	Maintain chapel grounds, other than restoring to original condition	62
A0010	Maintain public information boards	62
A0003	Coordinate chapel activities support with lay personnel	60
G0196	Participate in chemical-warfare task qualification training, other than conducting training	60
F0166	Operate or maintain audiovisual equipment	57
D0125	Prepare administrative materials for mailing, transporting, or issue	55
D0130	Prepare or process leave requests	55
D0112	Maintain administrative files, other than chaplain fund files	52
A0009	Maintain ecclesiastical equipment	52
A0017	Participate in chapel program planning meetings	52

TABLE A3

## CHAPLAIN FUNDS SUPPORT JOB (ST038)

REPRESENTATIVE TASKS		PERCENT MEMBERS PERFORMING (N=37)
C0081	Maintain chaplain fund checkbooks or savings accounts	97
C0088	Maintain monthly chaplain fund accounting records	97
C0100	Render payments for chaplain fund services or materials	97
C0072	Deposit chaplain funds	97
C0095	Prepare monthly chaplain fund accounting records	95
C0077	Generate chaplain fund reports using accounting software	95
C0073	Determine status of outstanding purchase orders	95
C0093	Prepare chaplain fund purchase orders	89
C0099	Reconcile project officer returns	89
A0037	Restore chapel facilities to neutral settings	89
A0022	Prepare facilities for ecumenical or interfaith services or activities	84
A0024	Prepare facilities for memorial services	84
C0082	Maintain chaplain fund continuity files	81
A0021	Prepare facilities for baptisms	81
C0092	Prepare chaplain fund expense vouchers	78
D0123	Perform receptionist duties	78
C0083	Maintain chaplain fund contracts	78
C0068	Advise requesters on authorized expenditures	76
G0198	Participate in deployment or readiness exercises	76
A0023	Prepare facilities for funeral services	76
C0069	Advise requesters on procedures for obtaining supplies or services	73
A0031	Prepare or process transportation requests	73
G0199	Participate in self-aid or buddy care training	73
C0084	Maintain chaplain fund equipment	70
F0159	Clean chapel facilities, such as chapels, annexes, or kitchens	68
A0025	Prepare facilities for religious education activities	68
B0048	Maintain chapel facility supply stock levels	65
A0027	Prepare facilities to support organizational meetings or functions	65
C0094	Prepare Internal Revenue Service (IRS) forms	65
C0079	Maintain approved chaplain fund credit cards	62

TABLE A4  
READINESS JOB (ST029, N=8)

REPRESENTATIVE TASKS		PERCENT MEMBERS PERFORMING (N=8)
G0199	Participate in self-aid or buddy care training	100
G0196	Participate in chemical-warfare task qualification training, other than conducting training	100
G0183	Fire weapons for qualification	100
F0159	Clean chapel facilities, such as chapels, annexes, or kitchens	88
G0192	Operate chapel control centers in chapel facilities	88
G0198	Participate in deployment or readiness exercises	88
A0024	Prepare facilities for memorial services	88
A0023	Prepare facilities for funeral services	88
B0041	Coordinate appropriated fund budget matters with resource advisors	75
D0105	Coordinate computer upgrades for software programs with computer support personnel	75
D0123	Perform receptionist duties	75
G0182	Evaluate deployment, disaster, or readiness procedures	75
G0175	Conduct deployment processing unit (DPU) training	75
A0027	Prepare facilities to support organizational meetings or functions	75
A0037	Restore chapel facilities to neutral settings	75
A0022	Prepare facilities for ecumenical or interfaith services or activities	75
G0213	Schedule chemical warfare qualification training	75
C0072	Deposit chaplain funds	75
G0212	Provide support for chaplain DPU ministries during deployments or exercises	75
G0207	Protect chaplain resources at deployed locations	75
G0206	Prepare facilities for field worship services	75
D0114	Maintain chapel computer systems	63
F0163	Maintain chapel grounds, other than restoring to original condition	63
F0162	Identify major or minor construction, or self-help projects	63
F0161	Facilitate self-help projects	63
K0332	Train personnel on computer software applications, other than internet applications	63
B0048	Maintain chapel facility supply stock levels	63
A0038	Restore outside areas	63
B0058	Prepare C4 systems requirements documents (CSRDS)	63
D0127	Prepare official correspondence	63
G0174	Conduct chapel control center training	63
F0167	Perform building security, fire, or safety checks	63
A0025	Prepare facilities for religious education activities	63
G0176	Conduct or assist in religious cultural briefings	63
G0188	Maintain DPU supplies	63
B0052	Monitor status of appropriated fund budget	50
B0042	Develop or prepare annual appropriated fund financial plans	50



TABLE A5

## CHAPEL ADMINISTRATION JOB (ST041)

REPRESENTATIVE TASKS		PERCENT MEMBERS PERFORMING (N=5)
D0114	Maintain chapel computer systems	100
D0105	Coordinate computer upgrades for software programs with computer support personnel	100
D0134	Process internet data	100
K0332	Train personnel on computer software applications, other than internet applications	100
K0331	Train personnel on computer internet applications	100
D0123	Perform receptionist duties	100
D0103	Advise requesters on availability or use of software applications programs	100
F0159	Clean chapel facilities, such as chapels, annexes, or kitchens	100
F0167	Perform building security, fire, or safety checks	100
D0127	Prepare official correspondence	100
I0239	Use active listening to identify problem areas in work centers	80
F0166	Operate or maintain audiovisual equipment	80
D0130	Prepare or process leave requests	80
F0168	Perform follow-ups on maintenance problems or work requests	80
B0058	Prepare C4 systems requirements documents (CSRDs)	80
F0162	Identify major or minor construction, or self-help projects	80
D0112	Maintain administrative files, other than chaplain fund files	60
D0110	Identify and report suspected security compromises	60
K0330	Train personnel on audio-visual equipment	60
D0108	Determine requirements for forms or publications	60
F0170	Process civil engineering (CE) requests for improvements and repairs	60
F0165	Manage facility maintenance requests	60
D0119	Maintain publication libraries	60
J0276	Evaluate safety or security programs	60
J0245	Conduct safety inspections of equipment or facilities	60
J0252	Determine or establish publication requirements	60
F0160	Evaluate janitorial or grounds maintenance activities	40
F0163	Maintain chapel grounds, other than restoring to original condition	40

TABLE A6  
TRAINING JOB (ST021)

REPRESENTATIVE TASKS		PERCENT MEMBERS PERFORMING (N=5)
K0332	Train personnel on computer software applications, other than internet applications	100
K0316	Develop training materials or aids	100
K0308	Brief personnel concerning training	100
K0313	Determine training requirements	100
K0311	Conduct formal course classroom training	100
J0290	Plan briefings, conferences, or workshops	100
J0280	Initiate actions required due to substandard performance of personnel	80
J0262	Direct training activities	80
K0323	Inspect training materials or aids for operation or suitability	80
J0265	Establish performance standards for subordinates	80
J0303	Write or endorse performance reports or supervisory appraisals	80
K0309	Complete student entry or withdrawal forms	80
K0327	Procure training aids, facilities, or equipment	80
K0325	Personalize lesson plans	80
K0320	Evaluate personnel to determine training needs	80
K0321	Evaluate progress of trainees	80
K0306	Administer or score tests	80
I0239	Use active listening to identify problem areas in work centers	80
J0273	Evaluate personnel for compliance with performance standards	80
K0328	Schedule personnel for training	80
K0317	Develop training programs, plans, or procedures	80
J0242	Assign personnel to work areas or duty positions	80
K0307	Assign formal course instructors or on-the-job training (OJT) trainers or certifiers	80
K0312	Conduct training conferences, briefings, or debriefings	80
K0310	Conduct career progression training	80
J0250	Counsel subordinates concerning personal matters	60
J0253	Determine or establish work assignments or priorities	60
J0274	Evaluate personnel for promotion, demotion, reclassification, administrative actions, or special awards	60